



# UTILITIES ORDER FORM

ELECTRICAL-TELEPHONE

DEADLINE FOR DISCOUNT RATE

Order must be received by:

Return to: **Mesa Convention Center**  
P.O. Box 1466 • Mesa, Arizona 85211-1466  
(480) 644-2679 • FAX (480) 644-5880

SHOW EVENT # \_\_\_\_\_

**NOTICE: The ONLY acceptable lighting power wiring methods are shown on the back of this form.**

## STANDARD SERVICE AVAILABLE

120 Volt, A.C., single phase, 60 cycle

208 Volt, A.C., single phase, 60 cycle

208 Volt, A.C., three phase, 60 cycle

**Available in selected areas.**

**Contact your Show Manager.**

## CONDITIONS AND REGULATIONS

- Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.
- All equipment regardless of source of power must comply with all federal, state, and city safety codes.
- Claims will not be considered unless filed in writing by exhibitor prior to close of exposition.
- Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- All material and equipment furnished by Mesa Convention Center for this service order shall remain the property of Mesa Convention Center and shall be removed ONLY by Mesa Convention Center at close of show.
- All exhibitors' cords must be of the 3 wire grounded type.** Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.
- Rates quoted for all connections cover only bringing of electrical or plumbing services to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus material basis.
- Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
- Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged with Mesa Convention Center.
- For 24-hour service, double the normal rate.**
- Compressed air, water supply and drainage, outside electrical services in meeting rooms will be done on a time and materials basis.
- Mesa Convention Center is not responsible for voltage fluctuations or power failure because of temporary conditions.
- Credit will not be given for outlets installed and not used.
- All outlets are a single plug in.
- Mesa Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring power to booth.

## PAYMENT

PAYMENT IN FULL is required on all orders when order is placed. All amounts, except labor, are subject to a combined Arizona State and City of Mesa sales tax, which is included in the price stated. **All orders must be received five (5) business days prior to show move-in in order to utilize the discount rate.** Floor rates will be charged for all orders received without payment or orders placed at move-in. Such orders may be paid in cash, **Visa, MasterCard, American Express, Discover**, or by check. **No out of state checks accepted after deadline date.** There is a \$15.00 service charge for any returned payments. All orders must be paid in full prior to show opening. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage in an attorney, the lessee agrees to pay all costs, expenses, and the attorneys' fees expended or incurred by the lessor in connection therewith. Unpaid balances are subject to 1 ½% per month thereafter. Lessor will not be responsible for strikes, accidents, fires, an act of God or delays beyond control.

Only VISA, MasterCard, American Express and Discover accepted (all other credit cards will be returned).

Credit card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Name on card \_\_\_\_\_

Event name and date(s). \_\_\_\_\_

COMPANY'S NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PHONE # \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ SIGNED \_\_\_\_\_

ORDER CONTRACT MUST BE SIGNED TO RECEIVE SERVICE

PAYMENT CONSTITUTES ACKNOWLEDGEMENT OF ALL ABOVE

*BELOW RATES ARE FOR EXHIBIT HALL ONLY  
-NO PHONE ORDERS ACCEPTED-*

QUANTITY	DISCOUNT RATE	FLOOR RATE	
ELECTRIC/POWER			
_____ 0 - 1800 watt outlet (15 AMPS @ 120V)	\$60.00	\$80.00	\$ _____
_____ 208, 1 phase, 3 phase and 120 volts over 20 amps	\$155.00	\$175.00	\$ _____
EXTENSION CORDS			
_____ 3 wire, 25' cord	\$25.00	\$30.00	\$ _____
_____ 6 outlet power tap with circuit breaker	\$15.00	\$20.00	\$ _____
INTERNET			
_____ Wired Line – Secured	\$250.00	\$250.00	\$ _____
_____ Wireless – Unsecured	\$150.00	\$150.00	\$ _____
_____ TELEPHONE Analog (limited availability)	\$80.00 (Plus all long distance charges)	\$105.00 (Plus all long distance charges)	\$ _____
_____ Each additional day	\$35.00 (Plus all long distance charges)	\$35.00 (Plus all long distance charges)	\$ _____
ENGINEERING			
_____ Water Connection (limited availability)	\$105.00	<i>Must be ordered in advance</i>	\$ _____
Total Utility Services			\$ _____
<b>LABOR RATE</b>			
\$45.00 per hour or part thereof.		_____ hours	Labor \$ _____
<i>Labor rates are based upon current wage rates and are subject to change without notice.</i>			
<b>TOTAL</b>			<b>\$ _____</b>

## STAFF USE ONLY

Booth \_\_\_\_\_

CKT # \_\_\_\_\_

Other \_\_\_\_\_

On \_\_\_\_\_

FLOOR/ADVANCE/PAID